

## **Welcome!**

On behalf of the City of San Diego, Mayor Kevin Faulconer, and the Commission for Arts & Culture, *congratulations* on your fiscal year 2021 funding award from the City of San Diego!

Whether you are a returning contractor or are receiving a contract for the first time, our team is excited to welcome you to the FY21 funding year. We recognize the high-quality work your organization does to integrate arts and culture into the lives of residents throughout the city, as well as our visitors from throughout Southern California and the world. We applaud all of you!

We also recognize that recent months have been filled with unprecedented challenges and this new fiscal year will continue to be transformational for all of us. Please know that staff at the Commission for Arts and Culture is committed to supporting you during this time.

We look forward to working with you, our partners, as we forge a path forward in our mutual commitment to providing meaningful impact in communities and expanding access to arts and culture throughout San Diego. As always, we are available by email or phone, for technical assistance or if you have any questions. Please feel free to reach out to us at any time.

Warmly,



Jonathon Glus,  
Executive Director  
Commission for Arts and Culture

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# How to Complete a Contract RENEWAL

## For Organizations Awarded Arts and Culture Funding in Fiscal Year 2021

These instructions are for organizations that have been approved for a funding award in FY21 after submitting a request and being granted an option to renew its prior contract through the City of San Diego (City) Commission for Arts and Culture's Organizational Support Program (OSP) or Creative Communities San Diego (CCSD). ***This is not for those organizations receiving a new contract for Fiscal Year 2021.***

### INSTRUCTIONS:

#### What should my organization do when it receives the contract renewal kit?

Read everything in the contract renewal kit.

Review the contract renewal letter and confirm that the following details in the contract renewal letter are accurate:

- Contact Information

- Total TOT Funding Awarded

Pay special attention to contractual requirements such as:

- Article 3.1.2 Matching Requirement Amount

- Article 3.3 Invoicing

- Article 3.4 Final Reporting (including Financial Disclosures)

### **The Elephant in the Room: Covid-19**

Let's take a minute to address Covid-19 and FY21 contracts. We understand that Covid-19 has dramatically impacted your organization's revenues and budget as well as programming and engagement. We understand that health and safety guidelines may affect your ability to execute the activities and programs as proposed in your application for the FY21 funding cycle. Because of this, we plan to work with you throughout this contract year, and ask the following of you now:

**OSP Partners:** Attach with your signed contract renewal letter, a memo, approximately 1-page in length, on your organization's letterhead updating us on what FY21 may look like for you. The OSP category provides General Operating Support. Please outline general changes to your scope that may include reopening plan, programming changes, operational impact including staff changes, and in addition, we want to hear about any new responses you may have, including any alternative methods of programming and outreach.

**CCSD Partners:** Attach with your signed contract renewal letter, a memo, approximately 1-page in length on your organization's letterhead updating us on what FY21 may look like for you. The CCSD category is project specific support, and we will continue to support you as long as the general scope of the project will still be realized. We understand that shifts may need to happen, so in your memo please include any plans for change of venue, change of date, or modifications to your scope to meet health and safety guidelines. Please remember that a full shift into a virtual format does not constitute fulfillment of your proposed scope.

If your organization agrees to the terms and conditions of the original contract and renewal letter and is able to perform your general scope of services (Exhibit A in original contract): Print the renewal letter, sign the renewal letter (wet signature required), scan the renewal letter and **email** it along with your contract packet which consists of:

1. Signed renewal letter
2. 1-page memo on FY21 Program Update
3. Required insurance documents
4. Proof of organization's "current" status with state and federal agencies.

If your organization is unable to fulfill general delivery of scope of services or meet other contractual obligations such as the required match, financial disclosures, etc., you are able to decline your FY21 award with no negative impact to future funding opportunities by sending a formal notification of decline via email to Senior Arts and Culture Funding Manager, Leticia Gomez Franco at [gomezL@sandiego.gov](mailto:gomezL@sandiego.gov).

### **When is the contract renewal packet due back to the City?**

Signed renewal letters and 1-page memo are due back to the City by **Monday August 31, 2020**. The receipt of a signed renewal letter is considered a formal acceptance of award. Signed renewal letters not received by the August 31st deadline will be considered declined.

Complete and accurate contract packets (this includes required insurance and proof of registrations) are due back to the City by **Friday, September 25, 2020**, no later than 5:00 p.m. Organizations who submit late contract packets will receive a deficiency in "Performance on Past City Contracts" of the FY22 RFQ and may be deemed non-qualified for future funding as well as jeopardize their FY21 award.

### **Still need help?**

If you have read everything in the contract renewal kit and followed the instructions, but want more information, contact Karla Centeno, Arts and Culture Project Manager: [KCentenoAgui@sandiego.gov](mailto:KCentenoAgui@sandiego.gov)

### **What is included in the emailed contract renewal kit?**

- One contract renewal handbook
- One contract renewal kit completion checklist
- One contract renewal letter, unsigned
- One "Declaration in Lieu" of required commercial auto liability insurance, unsigned
- One "Declaration in Lieu" of required workers' compensation insurance, unsigned

### **Where do I send a complete and accurate contract packet?**

Signed renewal letters and completed contract packets must be submitted via email to: Karla Centeno, Arts and Culture Project Manager: [KCentenoAgui@sandiego.gov](mailto:KCentenoAgui@sandiego.gov)

### **How long after submitting my organization's complete contract renewal packet can I ask for reimbursement?**

To request reimbursement, an organization needs two things: a fully executed contract renewal letter signed by all parties and a purchase order number. On average it takes 90 days from the date that an organization submits their contract packet to receive those two documents. Turnaround times are largely dependent on the accuracy and completeness of each organization's submission and the organization's response time when staff makes follow-up requests.

Want to sign up for electronic payments? Ask staff for an electronic funds transfer form.

## **TIPS:**

### **Getting it right**

- Choose one person to be the lead contact at your organization.
- Keep your contact information up to date with your contract manager
- We are here to help. If you have questions, email us.
- Read all instructions and provided documents before emailing staff with questions.
- Be patient. Internal City processes often take longer than you think.
- Keep detailed records; it makes reporting easier.
- Take advantage of opportunities for help, such as technical assistance workshops, office hours and online resources.
- Start the contract process early and allow enough time to review the accuracy of the required contract documents before submittal.

### **Getting the Insurance Right**

- Carefully read Article VII of the original contract.
- Review the visuals from the contract technical assistance workshop.
- Share the insurance requirements found in Article VII of the original contract with your organization's insurance broker.
- Verify that your organization's insurance policies will not expire in the next 90 days.
- If your organization's insurance policies are scheduled to expire, obtain current policies as soon as possible. Set reminders on your calendar.
- If your organization meets both of the following two conditions, then sign and return a "Declaration in Lieu" of commercial automobile liability insurance:
  - Your organization does not currently own any vehicles, and
  - Your organization carries commercial general liability automobile insurance for "hired" and "non-owned" autos.
- If your organization meets both of the following two conditions, then sign and return a "Declaration in Lieu" of workers' compensation insurance:
  - Your organization has no paid employees, and
  - All work to be performed under the contract will be done solely by volunteers.

### **Getting the State and Federal Registrations Right**

Ensure your organization's status is "active" on **California Secretary of State -**

**Business Listing:** <http://kepler.sos.ca.gov/>.

Ensure your organization's status is "current" on **California Department of Justice**

**- Charity Registration:** <http://rct.doj.ca.gov>

Confirm that your organization is not included on the **Federal Department of Industrial Relations- Federal Debarment List**: [www.dir.ca.gov/dlse/debar.html](http://www.dir.ca.gov/dlse/debar.html)

Keep these registrations current by updating them annually. Set reminders on your calendar. A screenshot of your search results should be included in your contract packet and will suffice as proof that this requirement has been met. Staff will confirm that status is and remains current before routing contract.

### **Getting Questions Answered Quickly**

#### **Questions about the insurance requirements?**

Consult your organization's insurance broker, who is the expert on insurance.

#### **Questions about invoicing and reimbursement?**

Ready to invoice? First, check whether your organization is in possession of both a contract, signed by all the necessary parties, and a purchase order number issued by the City. Refer to Appendix A for the Request for Reimbursement form.

**Need the visuals shown at the contract technical assistance workshop?**

**Find them here:** [www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding)

# How to Submit an Invoice for Reimbursement

## For Nonprofit Organizations Awarded Arts and Culture Funding

These instructions are for nonprofit organizations that have received a fully executed contract renewal and a purchase order number related to funding from the City of San Diego (City) Commission for Arts and Culture's Organizational Support Program or Creative Communities San Diego.

### **QUICK START SUMMARY:**

- Read these instructions and review your organization's original contract and any amendments in the contract renewal letter.
- Compile the necessary information regarding expenses and matching income sources.
- Verify that all expenses are eligible for reimbursement.
- Complete the invoice using template provided.
- The total in your itemized expenses table should match your request amount.
- If applicable, supply any required documentation for expenses.
- Using the date it is submitted, sign and date the invoice.
- Submit it to staff via email only at [KCentenoAgui@sandiego.gov](mailto:KCentenoAgui@sandiego.gov). Because staff is working remotely, mailed in invoices will not be processed.
- If you have read and followed the detailed instructions but want more information, contact Karla Centeno, Arts and Culture Project Manager:  
[KCentenoAgui@sandiego.gov](mailto:KCentenoAgui@sandiego.gov)

**Need an invoice for reimbursement template?**

**See Appendix A in this handbook or**

**Find it online: [www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding)**

### **DETAILED INSTRUCTIONS:**

#### **When can an invoice for reimbursement be submitted?**

A contractor must possess two things before submitting an invoice to the City:

A contract renewal letter, signed by all the necessary parties; and

A purchase order number issued by the City. The purchase order number will be sent to your organization via email.



**What expenses are eligible for reimbursement?**

Funding allocations are paid out as reimbursements, which means expenses must be incurred and documented first, before they can be invoiced for. All expenses need to be incurred between July 1, 2020, and June 30, 2021. Eligible expenses are those made to assist an organization in its annual operating program (OSP) or related to the specific project proposed for funding through CCSD scope of services.

**What expenses are ineligible for reimbursement?**

Categories of ineligible expenses include alcoholic beverages, travel, meals, lodging, entertainment, capital or equipment outlay, buildup of reserves, and the purchase of awards, trophies, gifts or uniforms. City funds are also not to be used for lobbying, religious activities or political activities. For full details, refer to Council Policy 100-03:

[http://docs.sandiego.gov/councilpolicies/cpd\\_100-03.pdf](http://docs.sandiego.gov/councilpolicies/cpd_100-03.pdf).

**How many invoices can be submitted? And how often?**

Contractors can submit invoices between July 1, 2020, and July 31, 2021. Invoices submitted after July 31, 2021, will not be paid. OSP contractors can submit a maximum of 4 invoices and CCSD contractors can submit a maximum of 2 invoices. See Article 3.3 of your contract renewal letter for more information.

**What information about expenses is needed?**

On the expense table, record the following for each expense:

Description of the expense

Amount of the expense

Vendor or employee name

Date of payment

Payment type: check, credit card or direct deposit

If paid for with a check, include the check number under payment type.

**What additional documentation of expenses is required?**

Invoices and proofs of payment must be kept on file as stated in Article 5.2 of your original contract.

**Expenses Paid for by check**

Organizations are not required to submit copies of invoices or canceled checks. Check number must be included in itemized expenses table.

**Expenses Paid for with credit card**

Copies of the itemized receipts.

A copy of the credit card statement with the expenses highlighted.  
The City is unable to reimburse these purchases without full itemization.

**Expenses Using direct deposit (payroll expenses only)**

A copy of the statement from the payroll company with the expenses highlighted.

**What are the match income requirements?**

Pursuant to funding guidelines, all contractors are required to match their contract award. The organization's required match amount is stated in the contract renewal letter. All matching income must be received during the period of the contract; for FY21 this is from July 1, 2020 - June 30, 2021. Information on Matching Requirement calculations can be found in Section 4 of the FY21 Funding Guidelines.

**Matching funds can come from:**

Contributed income, such as, but not limited to, donations from individuals, foundations, corporations, or other government entities.  
Earned revenue, such as, but not limited to, ticket sales, gift shop income, or program fees.

**Matching funds cannot come from:**

Funds received from the City of San Diego.

**What information about match income is needed?**

On the match income table record the following for each income source:

Description of income source  
Amount of funds from the source  
Date the funds were received  
Match income total for this request  
Match income from previous requests, if applicable  
Total match income demonstrated to date  
Total match income balance remaining

**How do I submit a complete and accurate invoice for reimbursement?**

**Via email to:**

Karla Centeno, Arts and Culture Project Manager: [KCentenoAgui@sandiego.gov](mailto:KCentenoAgui@sandiego.gov)

**How long does it take to receive reimbursement once an invoice is submitted?**

Contractors can expect reimbursement approximately 30 days from the invoice date. Submitting incomplete or incorrect invoices may cause payment to be delayed.

**APPENDIX A**

**(Invoice for Reimbursement) Template**

[Insert Letterhead/Organization's Logo]

**TABLE 1: LIST OF ITEMIZED EXPENSES**

Contractor's Legal Name:

Address:

Phone Number:

Contract Number:

Purchase Order Number:

Invoice Date:

Contractor Invoice Number:

Employer Identification Number (EIN#):

<b>Total Request Amount:</b>	\$
<b>What number request is this?</b> <b>OSP #1 – 4</b> <b>CCSD # 1 - 2</b>	

\*If you need more lines, please attach a spreadsheet with additional data. \*

Description of Expense	Amount of the Expense	Vendor or Employee Name	Date of Payment	Payment Type (Check #, Credit Card or Direct Deposit)
	\$			
	\$			
	\$			
	\$			
	\$			
<b>Total Expenses: (should match request amount)</b>	\$			

**TABLE 2: MATCH INCOME TABLE**

\*If you need more lines, please attach a spreadsheet with additional data.\*

Description of Match Income Source	Amount	Date Received
	\$	
	\$	
	\$	
<b>Subtotal for this request:</b>	\$	
<b>A. Total Match Required:</b>	\$	
<b>B. 1<sup>st</sup> Request Match Income Total:</b>	\$	
<b>2<sup>nd</sup> Request Match Income Total:</b>	\$	
<b>(OSP ONLY) 3<sup>rd</sup> Request Match Income Total:</b>	\$	
<b>(OSP ONLY) 4<sup>th</sup> Request Match Income Total:</b>	\$	
<b>C. Total Match Amount to Date:</b>	\$	← Sum of all B Lines
<b>D. Remaining Match Amount:</b>	\$	← Subtract Line C from Line A.

**Authorization:** I have prepared this invoice in compliance with Article III of the Contract between the City of San Diego and the organization I represent.

Printed Name & Title	
Signature	
Date	

## APPENDIX B

### FY21 ARTS AND CULTURE CONTRACT RENEWAL KIT COMPLETION CHECKLIST

#### **REQUIRED CONTRACT MATERIALS**

- ☐ One contract renewal letter, **signed, scanned and emailed**
- ☐ One-page memo on letterhead with FY21 Program Update, **email**

#### **REQUIRED INSURANCE INFORMATION – Submit as PDF via email**

- ☐ Certificate of Insurance:
  - ☐ Commercial general liability insurance
  - ☐ Commercial automobile liability insurance
  - ☐ Workers' compensation insurance, if applicable
- ☐ Additional Insured Endorsements, with correct language:
  - ☐ Commercial general liability insurance
- ☐ Proof of Primary/Non-Contributory Coverage:
  - ☐ Commercial general liability insurance
- ☐ Waiver of Subrogation
  - ☐ Workers' Compensation Insurance, if applicable

#### **IF APPLICABLE**

- ☐ "Declaration in Lieu" of required commercial automobile liability insurance, **signed**
- ☐ "Declaration in Lieu" of required workers' compensation insurance, **signed**

#### **REQUIRED REGISTRATIONS – Submit screenshot of search results as PDF via email**

- ☐ CA Secretary of State
- ☐ CA Department of Justice
- ☐ Debarment List